



## Office of the Sergeant at Arms

### Appointments Desk

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### Contact Information Sheet

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Please fill in the contact information below and return to the Office of the Sergeant at Arms. All information is *strictly confidential* and will be used only by Appointments Desk personnel to verify appointments and meetings in your Congressional office.

Please return this form to:

**Room H-124, Capitol  
Washington, D.C 20515  
Or  
Fax form to (202) 225-3233**

<b>CONGRESSIONAL OFFICE</b>	
<b>Primary Contact Name</b>	
<b>Phone Number</b>	
<b>Alternate Contact Name</b>	
<b>Phone Number</b>	
<b>Second Alternate Contact Name</b>	
<b>Phone Number</b>	